CONFERENCE OF THE EIGHTEEN-NATION COMMITTEE ON DISARMAMENT

ENDC/INF.1/Rev.12
18 January 1968
ORIGINAL: ENGLISH

BASIC INFORMATION FOR DELEGATIONS ON
CONFERENCE ARRANGEMENTS AND DOCUMENTATION

1. Conference Room

Owing to the scheduled remodelling of the Council Chamber, meetings of the Conference will be held there only until 31st January, and thereafter in Room VII. Delegations also have at their disposal Room C.108 (from 1st February, Room A.302) with facilities for informal meetings of smaller groups. Should a delegation or a group of delegations wish to use Room C.108 (or A.302) for a formal meeting, the Liaison Officer will make the necessary arrangements. The Delegates Lounge adjoining the Council Chamber is available for the convenience of delegates with arrangements for light refreshments until 31st January.

2. Conference Secretariat

		Office No.	Telephone No.
Dr. D. Protitch	Special Representative of the Secretary-General	186	2158
Mr. W. Epstein	Deputy Special Representative of the Secretary-General	190	2194
Mr. G.S. Whyte	Political Officer	159	2191/2
Mr. S. Upadhya	Political and Liaison Officer	161	2192
Mr. A. Sanislav	Conference Officer	280	3480
(in Mr. Sanislav's absence Miss J.L. Day	Conference Planning Officer	278	2124
Mr. M. Vera	Chief, Verbatim Reporters	A.214	4254
Mr. N. Robinson		A.218	4258
Mr. P. Stoeckel	Chief, Documents Control	C.211	3494/5/6

Mr. G.J. Lindstrom, Director, United Nations Information Service, will be in charge of press arrangements; his office is Room C.304. Telephone Extension 2300.

Mr. E.P. Toumantsev is Director of Conference and General Services of the United Nations Office at Geneva; his office is Room 276. Telephone Extension 3476.

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3. Passes

New passes which will be required for entry into meetings will be issued to each member of delegations for the year 1968 as soon as the list of members is received from each delegation.

4. Verbatim Records

As in the past, the verbatim records of the Conference will be issued in English, French, Russian and Spanish. Provisional verbatim records, marked PROVISIONAL, will contain transcriptions in the original language of statements made at the meetings together with the Conference Room interpretation of those statements into other languages. Delegations will have four working days within which to make corrections to the provisional verbatim record and to submit them to the Chief, Documents Control, room C.211.

The official verbatim records, which will be ready within ten working days after all corrections have been submitted, will contain transcriptions in the original language of statements made at the meetings, with the corrections of the originating delegation incorporated, together with Secretariat translations of the corrected statements in other languages.

5. Preparation of Documents

All documents submitted by delegations for translation and reproduction should be submitted to the Liaison Officer. In order to have copies available for interpretation and translation at meetings into other languages, documents should be submitted in 10 copies to the Liaison Officer. If a delegation should desire to facilitate the simultaneous interpretation of a prepared statement, it is suggested that 5 copies be submitted to the Liaison Officer as soon as possible before the statement is made. Similarly, if it is desired to distribute prepared statements or documents to the other delegations, the Liaison Officer will be at the disposal of delegations to facilitate their distribution.

6. Distribution of Documents

As a rule, provisional verbatim records and documents submitted during a meeting will in the case of morning meetings be ready for distribution the following day. They can be collected from the assigned boxes in the Documents Office which is located in Room C.14 (on the ground floor below the Council Chamber — telephone extension 2623). The Documents Office will remain open during meetings of the

Committee. On days when the Committee does not meet, the office will be open from 8.30 a.m. to 12 noon; delegations wishing to have access to their boxes or to submit corrections to the provisional verbatim records outside these hours are requested to apply to Room C.111, opposite the Council Chamber.

7. Reference Documentation

A collection of disarmament documents and records is maintained and will be made available for consultation by delegations upon contacting Mr. S. Upadhya, Telephone Extension 2192.

8. Non-Governmental Communication

All communications addressed to the Conference or to the Secretariat will be retained as in the past by the Secretariat and will be available for consultation by delegations. A list of all communications retained by the Secretariat will be circulated to delegations periodically.

9. Official Functions

In order to avoid duplication of official functions, the delegations to the conference of the Eighteen Nation Committee on Disarmament may, if they wish, consult the Protocol Service of the United Nations Office at Geneva, Room 141, (telephone extension 2127 or 2125) which maintains a Register of official receptions, luncheons, dinners and other events.